



**UNITED STATES DISTRICT COURT**  
**District Of Arizona**  
**Sandra Day O'Connor Courthouse, Phoenix**  
**Electronic/Video Courtrooms**

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**Dear Attorney, Paralegal, and Support Staff:**

The District Court of Arizona has fifteen (15) video capable courtrooms in the Sandra Day O'Connor Courthouse in Phoenix, Arizona. You may plug in any laptop at either the Lectern position or at one of the three attorney table connections.

Please contact Brian Lalley (see telephone numbers above) 25-30 days before your trial/hearing. He will schedule a time for you (and expert witnesses if necessary) to come to the courthouse to practice with all of the equipment that you might use during your time in the courtroom. Feel free to bring the actual documents, videotapes, computer or any other evidence that you might use in court to ascertain how it will be presented. Please remember to make requests known to the judge regarding the Video Equipment you may use in trial at your Rule 16, Pre-Trial Conferences.

Please ensure that your computer is set to a 60 Hz refresh rate. Also, that your color display is not set higher than 1024 X 768 (lower is acceptable). Also, please ensure that your representative understands how to send the video signal through the VGA port on your particular laptop/computer. If you are planning on running a computer from either attorney table you must bring your own video cable (Male-to-Male, 15-pin, standard VGA) and an audio cable (1/8 mini jack Male to Dual RCA Males - Radio Shack #42-2483) if you have any sound/wave/audio files presenting from your computer. If you are planning on running a computer from the Lectern position, the cable(s) are already provided.

The following Equipment/Systems are available in each Video Courtroom:

- Computer Monitors for evidence feeds (Attorney tables, Jury Box, Witness, etc.)
- Computer Inputs (Lectern, 3 Attorney Tables, Judge's Bench)
- Document Camera / Visual Presenter / "Elmo"
- VCR (S-VHS or VHS)
- Audio Cassette Player (standard speed only)
- Other Video Device hook-ups (DVD, CD, Laser Disk, 2<sup>nd</sup> Computer, etc.)  
at the Lectern position
- Pointmaker Annotation System (Lectern and Witness positions)
- Realtime Transcription System (LIVENOTES, [www.livenote.com](http://www.livenote.com))
- Sony Video Printer for printing presented evidence
- Video Teleconference Unit (remote witness) in courtroom
- Audio Telephonic Conferences (up to six participants)
- Portable Presentation System (NOMAD)